

BOARD OF DIRECTORS GENERAL POLICIES

COMPOSITION

The Board of Directors consists of the President, President-Elect or Immediate Past-President, one Representative elected from each state affiliate, and two Members-at-Large elected by the Board of Directors, consistent with the terms described in the Constitution and By-Laws of the organization.

The President will submit a proposed slate of officers to the Board of Directors who will elect a Vice-President, a Fiscal Officer and a Secretary from within that body's membership.

GENERAL QUALIFICATIONS

1. Has been actively engaged in early childhood education, early childhood development, developmental psychology or related fields.
2. Has a record of interest and participation in activities of SECA and demonstrates a knowledge of SECA aims and objectives.
3. Has demonstrated personal characteristics for positive interaction with diverse groups of people.
4. Has demonstrated abilities in the areas of leadership and management, including active leadership in local and state organizations affiliated with SECA.
5. Has demonstrated dependability and efficiency.
6. Will make contributions to Board meeting discussions, participate in and contribute to the general actions of the Board of Directors, serve on Commissions as appointed.
7. Is a member of SECA and a resident of the state which he/she represents.

An Executive Director or Business Manager employed by a state affiliate may not serve as a member of the SECA Board of Directors or be a candidate for President-Elect due to potential conflicts of interest. If an Executive Director or Business Manager wishes to serve in that capacity, written confirmation of intent to resign from the position must be received by the SECA President prior to consideration.

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, Vice-President, President-Elect or Immediate Past President, the Fiscal Officer and the Secretary. The President votes only in case of a tie.

The Executive Committee is empowered to act for the Board in emergency matters in which a decision is urgent and cannot await the action of the total Board.

The Secretary will report Executive Committee actions for the Board at the next scheduled meeting.

The Executive Committee serves as the SECA personnel committee. The SECA Personnel Committee is under the direction of the SECA Board of Directors. This committee monitors implementation of personnel policies and recommends modifications to existing policies. This Committee is responsible for an annual evaluation of the Executive Director, and the receipt of personnel evaluations of SECA staff by the Executive Director. (Specific responsibilities related to staff grievances, recruitment, selection, induction, compensation, staff development, evaluation, change of employee status and exit practices are outlined in the Personnel Policy section of this manual.)

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The Board of Directors will exercise general supervision of the Association, transact business, and implement the purposes of the Association.

The Board of Directors is the policy making body of the Association and delegates daily operational decisions (within the adopted budget) to the Executive Director. The Board is responsible for ensuring that the Association has a strategic plan in place that outlines the long range goals and objectives for the Association and that the Executive Director and SECA staff are implementing programs and initiatives as adopted by the Board of Directors.

Board members are required to attend all scheduled/called SECA Board of Directors meetings during the annual conference and at fall and summer meetings and/or other called meetings. If a Board member is unable to attend the whole or a portion of the Board meeting and has access to the motions, a written proxy vote may be submitted. When extenuating circumstances exist, the State Affiliate President will select an alternate who will have voting privileges. The alternate will report to the State Affiliate Representative and the State Affiliate Board.

All members of the Board of Directors will be assigned to at least one Commission and may act as liaison to a committee or task force, if designated by the SECA President. Commissions and liaisons will function according to policies described in the applicable sections of the Policy Manual.

Each Board member will communicate the viewpoint of the SECA Board of Directors to the early childhood community through a variety of activities.

MEETINGS

The Board of Directors will meet at least twice a year. Meetings shall be called by the President or at the request of at least five members of the Board. The fall meeting will be held at times, dates and at a place to be determined by the President. The spring meeting will be conducted prior to, during and/or immediately following the annual conference at times designated by the President. Board members will be given at least 10 days notice of the time, place and date of meetings.

Failure by a State Affiliate Representative, Member-at-Large, or Immediate Past-President to attend two meetings during one year of his/her term will result in the SECA President requesting the state President to appoint a replacement for the state representative or the SECA President appointing a replacement for the Member-at-Large, President-Elect, or Past President, unless extenuating circumstances exist. Extenuating circumstances may include, but are not limited to, incapacitating illness of the member, death or illness in the member's family. The Board member must notify the President prior to the Board meeting of any extenuating circumstances that prevent his/her attendance.

A meeting is defined as:

- 1) Annual conference board meeting
- 2) Fall board meeting
- 3) Executive Committee meeting
- 4) Other called meetings

Attendance at a meeting is defined as being present during 95% of the meeting during the weekend or week.

All meetings of the SECA Board of Directors will be open to the SECA membership and other interested parties. Matters related to personnel and awards shall be closed to the general membership. Those persons wishing to make statements or bring an item of business before the Board must notify the SECA President in writing three weeks prior to the meeting so that the item may be placed on the agenda. No one may bring an item of business before the Board of Directors without notifying the President in advance. The SECA office will

communicate this policy at least annually to the SECA membership.

COMMUNICATIONS

All communications which go to commission and committee members and board liaisons should include:

- The name of the task force, committee or commission
- A list of all committee members and their addresses
- A written charge for the committee, and
- A timeline for completion of the work

All work groups should make written reports that include dates of any correspondence via mail or electronic mail. Written reports should be sent to the SECA office and to the SECA President.

EXPENSES

Refer to page 51 of the SECA Policy Manual.

ANNUAL CONFERENCE

The Board of Directors shall make the final decisions regarding conference sites. Conference site decisions must be made at least three years in advance.

The Board of Directors shall approve the conference budget.

The Executive Committee shall review and approve all conference fees, such as exhibit fees, honoraria, etc.

All other activities related to conference planning shall be delegated to appropriate staff members, chairpersons or committees, and the Board will be notified if necessary.

All members of the Board shall remain visible and accessible to participants at the annual conference. A schedule of required attendance events will be provided by the Executive Director prior to conference.

REPRESENTING SECA AT STATE AFFILIATE FUNCTIONS

The President shall attend or may request that members of the Board represent SECA at state affiliate functions, such as state conferences and state Board meetings.

- SECA will provide a representative at state conferences at SECA's expense to the SECA states each year. States will be notified annually of the availability of an official SECA representative. Official representation at state conferences may include providing the welcome from SECA, representation at the state board meeting, and requested presentations. The State Affiliate is asked to provide complimentary accommodations and special meals/events to the SECA representative.
- The SECA President will assign members of the Executive Committee or Board of Directors as "official" representatives.
- State affiliates experiencing membership/leadership or financial difficulties may request a representative at SECA's expense to provide technical assistance. The SECA office will prioritize responses for leadership and membership support.

WORKING WITH COMMITTEES

No Board member shall serve as a member of a standing committee, with the exception of the Immediate Past President who serves on the Nominating Committee. Board members may be appointed, as needed by the President, to serve as liaisons to committees. The role as liaison shall include:

- To contact the chairperson of the Committee to which he/she is liaison at least bi-monthly to determine what action has been taken by the committee, persisting until contact is made and a good flow of communication has been established.
- To influence the chairperson to act in keeping with the priorities set for the committee and to serve as a spokesperson for the Board to the committee, providing needed direction to the committee.
- To insure the submission of a written report on committee activities by the committee chairperson at least two weeks prior to each Board meeting. One copy of the report is to be sent to the liaison and one copy to the SECA office for dissemination to Board members.
- To be prepared to explain to the Board any issues and motions recommended in the committee report, if clarification is needed.
- To recommend to the President the replacement and/or addition of SECA members on committees.

- To periodically review with the chairperson sections in the Policy Manual dealing with committee membership, functions, and responsibilities and make recommendations for changes, as needed, to the President.

VOTING BY MAIL

The Board of Directors may conduct business by certified mail, e-mail or fax. A 2/3 majority of the Board is required to effect action by mail. In the event Board members are requested to vote on items through a mail, e-mail or faxed ballot, the following procedure is followed.

The ballot is developed by the SECA staff as directed by the President. Additional supporting data will be provided if it is deemed necessary. All ballots shall state the deadline for return and all should be returned to the SECA office for tabulation. The results will be reported to the President. The Board members will be notified by the SECA office at the direction of the President. Notification may be accomplished either in writing or at a Board meeting should one be scheduled in the immediate future. Ballots received after the deadline will not be tabulated. Action taken by certified mail, e-mail or fax vote is as final as a vote at Board meetings. If the ballot is unclear to a Board member, it is his/her responsibility to call the SECA office for clarification prior to voting.

FOSSIL SOCIETY

The SECA Board of Directors recognizes the FOSSIL Society as a group of former Board members who meet annually at SECA conferences to further the camaraderie and fellowship developed while serving on the SECA Board.